

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department For Children and Families		9. Position No. K0229167	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Special Investigator I (Unclassified)	
3. Division Fraud Unit/Legal/West Region			12. Proposed Class Title	
4. Section Executive - Legal	For Use By Personnel Office	13. Allocation		
5. Unit Fraud Investigations/Legal		14. Effective Date		
6. Location (address where employee works) Garden City Finney City County		15. By	Approved	
7. (circle appropriate time) Full time XX Perm. XX Inter. Part time Temp. 100 % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name: Carrol R. Christian Title: Supervisory Special Investigator Position Number: K0230799

Who evaluates the work of an incumbent in this position?

Name: Carrol R. Christian Title: Supervisory Special Investigator Position Number: K0230799

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The investigator exercises independent judgment in the investigation of assigned cases. Work is done largely independently on the basis of established agency policies and procedures. The duties range in complexity and require multiple, unrelated steps to accomplish. The investigator has responsibility for the entire scope of an assigned investigation, with wide latitude as to how the assigned tasks are completed. Assignments are made by the Supervisory Special Investigator or the Director, Fraud Investigations. General directions are given, and the investigator is expected to develop personal work sequences within established procedures, methods, and policies.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1 45%	E	<p>INVESTIGATIONS OF APPLICANT/RECIPIENT FRAUD & PROVIDER FRAUD</p> <p>Receives, reviews, investigates and processes formal and informal referrals of alleged public assistance fraud and/or attempted fraud and determines whether further in-depth investigation is warranted. Analyzes preliminary data to develop investigative strategies. Follow up with regional staff to obtain further information or to clarify inconsistencies. Conducts investigations by locating and interviewing witnesses, defendants, and other critical parties, employs appropriate undercover surveillance techniques, obtains documentary evidence and serves administrative subpoenas when needed. Conducts investigations concerning the illegal sale, transfer, or use of Food Assistance, TANF benefits, Child Care benefits, medical benefits, or any other State or Federal public assistance benefits and transfer or use of EBT cards. Coordinates investigations with agency staff, attorney, investigators, agents from law enforcement agencies, and members of the public during the course of processing assigned cases.</p>
2 35%	E	<p>DOCUMENTATION & REPORTING</p> <p>Organizes investigative findings and completes investigative reports. Creates files containing supporting evidence. Checks for completeness and accuracy of reports and obtains any additional information determined necessary. Submits completed investigatory reports to superiors and coordinates case referrals with Director, Fraud Investigations and supervising regional investigator. Assists assigned attorney in preparing for trials and hearings. Completes any needed follow-up investigative work, organizes evidence, interviews witnesses, and acts as liaison between witnesses, DCF program staff, and the assigned DCF attorney. Assists various law enforcement agencies with investigations while complying with agency rules and regulations and Kansas statutes. Testifies at administrative and judicial hearings as needed.</p>
3 10%	E	<p>INTERNAL INVESTIGATIONS AND SERVICE OF PROCESS</p> <p>Participates as assigned in investigations regarding employee misconduct. Gathers evidence relevant to allegations. Submits written and oral investigative reports to the supervising regional investigator and Director, Fraud Investigations. Testifies at civil service hearings and other administrative and judicial hearings as required. Serves administrative subpoenas and other service of process documents as authorized and directed.</p>
4 10%	E	<p>TRAINING AND SPECIAL TASKS ASSIGNED</p> <p>Attends agency related training as well as other workshops, conferences, and meetings as directed by supervising regional investigator and Director, Fraud Investigations. Performs other duties and assignments as directed by the supervising regional investigator and Director, Fraud Investigations.</p>

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
------	-------	-----------------

-
23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to correctly understand and interpret policy, evidence, prior case work , and to accomplish thorough investigations with supportable findings will cause loss to the state by failing to identify welfare fraud and ultimately cause a failure to recover wrongfully obtained benefits from assistance recipients.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position involves daily contacts with the public, agency customers, businesses, schools, law enforcement agencies, other social service agencies, agency employees, witnesses, prosecutors, and court personnel in order to gather information as it relates to fraud and other types of assigned investigations.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Special Investigators perform all of the functions similar to criminal investigations, other than the execution of arrest warrants, in connection with the investigation of eligibility determinations and pursuit of recovery actions related to assistance overpayments or fraudulent activities. This position requires handling and confronting potentially adversarial customer contacts in the office and in the field. Upon occasion, physical harm may be threatened or attempted by hostile, angry or upset customers.

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephones, cameras (still and video), scanners, copy machines, fax machines, calculators, audio recorders, cellular phones, and motor vehicles might be used on a daily basis.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General: High School diploma or equivalent.

Education or Training - special or professional

Bachelor's Degree or other post-secondary education in criminal justice, law, communications, psychology, or social work may be substituted for years of experience as otherwise required for a Special Investigator I, as determined relevant by the agency.

Licenses, certificates and registrations

None.

Special knowledge, skills and abilities

Experience in field investigative work as a law enforcement officer, social worker, corrections/parole officer, special/private investigator, state or federal agency investigator, or insurance claims investigator preferred but not required. Ability to conduct effective interviews, gather information, apply analytical thinking and deductive reasoning to arrive at reasonable conclusions. Experience in determining eligibility for DCF Economic and Employment Service programs preferred but not required.

Experience - length in years and kind

Must have at least one year investigating, fact finding or enforcing state or federal laws and regulations. Must have strong interest in the detection and prevention of all types of welfare fraud arising in all public assistance programs administered by DCF.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date